2009 Retirement/Termination Cutoff Dates
(Revised 11/12/2008)

Retirements

The cutoff date for retirements is Tuesday night of time entry week. State Payroll requires the following to be completed by the deadline:

1) All of the time for the final pay period has been entered, approved and updated through time evaluation in SAP.
2) The retirement action has been entered in HRE (including the payout information in the comments).
3) The retirement benefits estimate Excel spreadsheet has been completed and emailed to State Payroll at **payroll@utah.gov**.
4) The online electronic retirement worksheet has been completed and e-signed by the preparer and the employee.

If any of the requirements listed above are not completed by the deadline the retirement will not be processed until the payday following completion of all four steps.

Terminations

The cutoff dates for terminations are listed below. All HRE termination entries and SAP time entries need to be completed by **2 p.m. on Wednesday** of time entry week (this deadline changes to **Tuesday** when necessitated by a holiday as indicated below). State Payroll audits the termination entry in HRE and enters the payouts in SAP prior to the run of preliminary payroll.

Pay Period	Pay Period Dates	Cutoff Date	Cutoff Day	Prelim Payroll	Final Payroll	Pay Date
01/2009	01/10 – 01/23	01/28	Wednesday	02/02	02/03	02/06/2009
02/2009	**01/24 – 02/06**	**02/10**	**Tuesday**	**02/12**	**02/17**	**02/20/2009**
03/2009	02/07 – 02/20	02/25	Wednesday	03/02	03/03	03/06/2009
04/2009	02/21 – 03/06	03/11	Wednesday	03/16	03/17	03/20/2009
05/2009	03/07 – 03/20	03/25	Wednesday	03/30	03/31	04/03/2009
06/2009	03/21 – 04/03	04/08	Wednesday	04/13	04/14	04/17/2009
07/2009	04/04 – 04/17	04/22	Wednesday	04/27	04/28	05/01/2009
08/2009	04/18 – 05/01	05/06	Wednesday	05/11	05/12	05/15/2009
09/2009	**05/02 – 05/15**	**05/19**	**Tuesday**	**05/21**	**05/26**	**05/29/2009**
10/2009	05/16 – 05/29	06/03	Wednesday	06/08	06/09	06/12/2009
11/2009	05/30 – 06/12	06/17	Wednesday	06/22	06/23	06/26/2009
12/2009	06/13 – 06/26	07/01	Wednesday	07/06	07/07	07/10/2009
13/2009	**06/27 – 07/10**	**07/14**	**Tuesday**	**07/16**	**07/20**	**07/23/2009**
14/2009	07/11 – 07/24	07/29	Wednesday	08/03	08/04	08/07/2009
15/2009	07/25 – 08/07	08/12	Wednesday	08/17	08/18	08/21/2009
16/2009	08/08 – 08/21	08/26	Wednesday	08/31	09/01	09/04/2009
17/2009	**08/22 – 09/04**	**09/09**	**Wednesday**	**09/14**	**09/15**	**09/18/2009**
18/2009	09/05 – 09/18	09/23	Wednesday	09/28	09/29	10/02/2009
19/2009	**09/19 – 10/02**	**10/06**	**Tuesday**	**10/08**	**10/13**	**10/16/2009**
20/2009	10/03 – 10/16	10/21	Wednesday	10/26	10/27	10/30/2009
21/2009	**10/17 – 10/30**	**11/03**	**Tuesday**	**11/05**	**11/09**	**11/13/2009**
22/2009	**10/31 – 11/13**	**11/17**	**Tuesday**	**11/19**	**11/23**	**11/27/2009**
23/2009	11/14 – 11/27	12/02	Wednesday	12/07	12/08	12/11/2009
24/2009	**11/28 – 12/11**	**12/15**	**Tuesday**	**12/17**	**12/21**	**12/24/2009**
25/2009	12/12 – 12/25	12/30	Wednesday	01/04	01/05	01/08/2010
26/2009	**12/26 – 01/08**	**01/12**	**Tuesday**	**01/14**	**01/19**	**01/22/2010**